



TROOP 402 Scout & Family Handbook



TABLE OF CONTENTS

Welcome Letter, Annual Checklist for Parents.....	4
General Information	5
Who is Troop 402?	
Troop Communications	6
Troop Newsletter	
Troop Web Site	
Troop Logistics and Leadership	7
Troop 402 Is a Girl-Run Troop	
Leadership Core	
The Patrols	
Scout Leadership Positions	
Scouting and Camping Equipment	9
Troop Uniform	
Troop Equipment	
Personal Outdoor Equipment	
Merit Badges and Rank Advancement	12
Merit Badges and Blue Cards	
Rank Advancement	
Scoutmaster Conference and Board of Review	
Staying Active	
A Last Word on Advancement	
Medical and Safety Information	14
Medical Information	

Hazard Identification and Risk Assessment	
Permission Slips	
Meetings, Outings, Service, and the Calendar	16
Troop Meetings	
Troop Outings	
Troop Service	
Summer Camp	
High Adventure	
Patrol Leaders' Council (PLC)	
Courts of Honor and Eagle Courts of Honor	
Parent Meetings and Family Picnic	
Finances	18
General Policies	
Annual Dues and Fees	
Fundraising	
Adult Roles and Responsibilities	21
General Information	
Scouter Opportunities	
Merit Badge Counselors	
Troop Committee	
Non-Committee Positions	
Parent Participation In Troop 303 Outings	
Adult Training Requirements	
How to Help Your daughter	24
TROOP 402 Scout & Family Handbook	

Behavior and Conduct	25
Scout Law and Oath	
General Behavior	
Hazing/Harassment/Fighting	
A Scout Is Clean	
Knives and Other Sharp Tools	
Fires	
Illegal and Restricted Equipment	
Uniforms	
Wilderness Code	
Equipment	
Disciplinary Procedures	
Appendices	29
1. Resources and Contact Information	29
2. Frequently Asked Questions	34
3. Sources for Outdoor Equipment and Scouting Materials	35
4. Safety Tips for Parent Drivers	36
5. Campout Planning—Guide for Parent Organizer	37
6. Adult Training Requirements and Recognition	41
7. Working on the Rank of Eagle Scout	43

The Troop 402 Scout & Family Handbook was developed and written with the help of the Troop Committee; we wish to acknowledge the contributions utilized from the Troop 303 Handbook, the Three Fires Council (<http://www.threefirescouncil.org/>) and BSA National web sites.

WELCOME TO TROOP 402!

This handbook has been assembled to assist you and your Scout in participating fully in the Scouting experience.

All of the information in this handbook can be found on the troop's web site at <https://lafayette402.mytroop.us/>. Updates to this handbook will be announced via the e-mailed troop newsletter as will all other troop business, and will also be posted on the troop web site. You are encouraged to keep a hard copy of updates in this handbook for easy reference. See Appendix 1 for important references and contact information.

If you are new to the troop, your first responsibility is to complete the Troop Resource Survey and Vehicle Insurance Information Form (Attached below) and return to the cabin form collection box or the Scoutmaster. If you have any questions about troop operations and/or procedures, feel free to contact any committee member—they are there to help.

Thank you for supporting and encouraging your Scout through active parental involvement—there is a role for every parent to play. We look forward to your family's active involvement in Troop 402!

ANNUAL CHECKLIST FOR PARENTS

Following is a checklist of things each Scout and/or his family will need to do once every year:

*Submit BSA Medical Form (upon joining and each September thereafter—see Medical and Safety Information section)

*Pay BSA Membership Dues (each November)

*Update Vehicle Information Form (each September—see Appendix 1)

*YPT Training—for all adults who will drive and/or participate in outings (see Appendix 6)

*Update e-mail registration with Troop Webmaster as needed to ensure delivery of troop e-mail newsletter

Update e-mail, address, and phone changes in scoutbook.com and on the Troop website <https://lafayette402.mytroop.us/> for accurate communication.

To do regularly throughout the year

Read the e-mail newsletter

Check the troop calendar on the web site

Attend Meetings; be prepared to sign up for activities, volunteer jobs and help your scout to be prepared for meetings with equipment purchases.

General Information

Our Troop was founded in February 2019, by several families who had sons in Lafayette's Troop 204- which has been in existence since 1932. We are a stand alone, separate troop with our own adult leadership organization, equipment and infrastructure. We run our meetings and events with just our girls separate from Troop 204. With Troop 204 we do share access to the Lafayette Scout cabin on School Street, and we share the same chartering organization- the Lafayette's Dad's Club. We have studied the success of Troop 204 and have incorporated many ideas and approaches into our Troop, and also have families that have their daughters in our Troop and their sons in Troop 204.

TROOP 402 GUIDING PHILOSOPHY & CULTURE

In establishing Troop 402- we have focused on four foundational elements, and we think that, so far, this has led to our rapid growth:

1. Outdoor focused- we are committed to enabling the outdoor themes of scouting
2. Girl-Led- as much as possible, we seek to have the girls lead the running of the troop with support from our adult leaders.
3. Leadership for everyone- we would like to see every one of our girls take on leadership role(s) at some point in their scouting career, and we enable that to happen.

4. Positive Environment- we have created a fun, positive, supportive environment for the girls to enjoy- allowing them to safely fail and learn as they take on new adventures, and being welcoming and inclusive to all girls that want to learn and enjoy the BSA Scout Program.

Mission Statement of the BSA Scouts of America

It is the mission of the Boy Scouts of America to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Troop 402 focuses on the Key Objectives of Scouting

1. Build character
2. Train young people in the responsibilities of being an active participating citizen.
3. Development of personal fitness.

These objectives are captured in the Scout Law & Scout Oath below.

The Scout Law

A Scout is . . . Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

The Scout Oath

On my honor I will do my best

To do my duty to God and my country

and to obey the Scout Law;

To help other people at all times;

To keep myself physically strong,

mentally awake, and morally straight.

The mission statement and the objectives of Scouting represent the goals of the Scouting movement. These are important, but girls don't join Scouting because they want to develop their character and sense of citizenship. To them, Scouting is fun and adventure. It's ropes, camping,

cooking, hiking, climbing, knives, fire, canoeing, wilderness, teamwork, rain and shine, snow and ice, mud and dust, and of course, plenty noisy!

A good Scouting program uses the outdoors as a workshop to build the girls' self-esteem through mastery of skills, self-reliance, and leadership development. Of course, there is a lot of fun in the process!

There are also many things that BSA Scouting is NOT. There is no hazing, bullying, intimidation or acts of unkindness in Scouting. These behaviors will not be tolerated. No active Scout will be excluded unless she violates the Scout Oath. More information can be found in the Behavior and Conduct section.

Troop Communications

The troop uses several methods to communicate information about events and meetings. Information is disseminated at troop meetings and the Scouts are responsible for keeping their parents informed. In addition to announcements at troop meetings, Troop 402 has both a weekly e-mail newsletter and a troop website. Both are expected to be utilized regularly as these are the primary form of communication outside the troop meetings (see "Troop Newsletter," below) The SPL (Senior Patrol Leader) and patrol leaders are also responsible for communicating information. The SPL informs the patrol leaders and they are responsible for getting relevant information to their patrol members. Sometimes there are communication breakdowns when the girls fail to follow through. This is difficult for adults to accept, but please be patient, as it is a fundamental part of the girls running the troop.

Your information comes from troop meetings and the troop newsletter.

Troop Newsletter

The webmaster is responsible for the weekly e-mail newsletter. Be sure to read the weekly e-mail for announcements "SCOUT LIKE A GIRL!" concerning campout details and upcoming activities, etc. Make sure that your e-mail address is up-to-date on both the Troop Roster and on the website <https://lafayette402.mytroop.us/>. If you are not receiving troop e-mails, please contact the Troop webmaster at webmaster@lafayette402.mytroop.us.

Troop Web Site: <https://lafayette402.mytroop.us/> .This site is filled with information to aid your Scout and your Scouting experience.

Troop Logistics and Leadership

Detailed information about the structure and operation of a BSA Scout troop is found in the BSA Scout Handbook. The troop is made of three key groups: the leadership core of Scouts, the Patrols, and the Adult Leaders.

Troop 402 Is a Girl-Run Troop

Troop 402 is Girl run. This means that we expect the girls, not the adults, to run the program. The quality of our program, especially our troop meetings, will vary depending on how well the girls are doing their jobs. This requires a lot of patience from parents, especially in the first year of Scouting. We must allow the girls to fail occasionally if we ultimately want them to succeed. Nothing will hurt a Scouting program more than adults who take over and do the work for the girls.

If the girls run everything, what do the adults do? The answer is plenty! In Scouts, adults are coaches, mentors, and role models. It's like a soccer team. Our job is to coach the girls but not to "take the field." With more adults active in our program, the load is easier for everyone. Roles for adults are summarized later in this handbook.

All of our girls will be leaders, we do not participate in a voting of leadership until the SPL position. Every girl will have a chance to lead in some capacity in our troop.

Leadership Core

The leadership core consists of the girls responsible for troop operations. This group includes the Senior Patrol Leader (SPL), the Assistant Senior Patrol Leader (ASPL), and the Junior Assistant Scoutmasters (JASM). The JASM role is intended for girls over the age of sixteen interested in becoming more involved in leadership and is a good role for Eagle Scouts. The Scoutmaster appoints JASMs as needed or appropriate.

The Patrols

Patrols are the functional units for activities and each patrol typically has 6-12 girls. The patrol is designed to operate as a self-contained unit. Each may have girls in a range of ages, skills, and ranks. They have their own patrol flag and name, and have their own style and traditions. On outings, especially summer camp, each patrol is expected to take care of itself. We expect the older Scouts in the patrol to take on leadership roles, which can be as a coach to a younger patrol leader if the younger patrol leader needs the position for rank advancement. In this role, the older Scout

should work to develop the younger Scouts in their unit. Ideally, there are typically one or two Assistant Patrol Leaders in each patrol to focus on patrol operation.

Switching patrols is permissible if there is a problem. This is discussed with the Scoutmaster, and he or she will approve any switching of patrol membership.

Scout Leadership Positions

The troop currently recognizes a variety of leadership positions (see list below). In addition to allowing the girls to learn the skills and methods of leadership, acting in leadership roles is also a requirement for the Star, Life, and Eagle Scout ranks.

Senior Patrol Leader (SPL)

She is the girl leader of the troop. She is responsible for running troop meetings and coordinating the activities of the other leadership. She is expected to preside over the monthly meeting of the patrol leadership, the Patrol Leadership Council (PLC). She is the ranking girl in the troop and responsible for the behavior of all Scouts in the troop.

Assistant Senior Patrol Leader (ASPL)

She is the second in command and must step in for the SPL when she is not available. She assists all other girl leadership in completing their assignments and is especially responsible for training and supervision of the troop instructors.

Summer Camp SPL

She is responsible to help plan and coordinate summer camp. She will act as the Scout leader of the trip and work with the adult in charge to plan and run the activities.

Patrol Leader

She is the leader of a patrol. She is responsible for the patrol and for planning and executing patrol activities during her term of duty.

Troop Guide

This Scout is responsible for welcoming visiting cub scouts and possible new members. She also helps new members of the troop become accustomed to the troop by introducing them to fellow Scouts and answering questions.

Scribe

The Scribe prepares and e-mails the weekly troop newsletter and other e-mail communications. She may also work with the Webmaster to post information on the troop web site.

Quartermaster Aide

She is responsible for tracking troop equipment used on campouts, keeping a log of who has checked out equipment and marking when it is returned. She ensures all equipment is returned in good condition and keeps the troop equipment closet neat and orderly.

Librarian

The librarian maintains a troop library of Merit Badge books and other Scout-related books. She checks books in and out to Scouts and keeps the library organized.

Historian

This person is responsible for taking pictures at our outings and helping in the preparation of the e-mail newsletter. She maintains troop electronic scrapbooks and related information. Works with Webmaster to post photos on the troop web site.

Chaplain Aide

This Scout leads the troop in prayer before outings and at mealtimes. She also coordinates with the adult trip planner to plan and conduct the Scout Sunday service.

Leave No Trace Instructor

She is responsible for helping teach the principles of Leave No Trace to improve Scouts' outdoor ethics decision-making skills.

Other Positions

Other leadership positions may be available at the Scoutmaster's discretion.

Scouting and Camping Equipment

Before a girl finishes with Scouting, she will typically have a significant amount of camping gear. Details on appropriate equipment for Scouting are given in the Scout Handbook. Specific equipment for a given outing is typically communicated at troop meetings. The girls are responsible to know what to bring and pack accordingly. This is part of their individual responsibility. This section will give additional information.

Troop Uniform

The Class A uniform for Troop 402 is the official BSA Scout uniform and is to be worn at all troop meetings and ceremonies, Court of Honor and Board of Reviews. This consists of a BSA Scout shirt with appropriate insignia and neckerchief that will be given to the girls once they have completed the scout requirements. The pants are to be the BSA army green microfiber zip off pants. The neckerchief will be made for your daughter and given once the girls have completed the scout requirements.. The proper locations of the Scout patches on the shirt are shown on the inside of the front and back covers of the Scout Handbook. Uniforms and other Scout equipment can be purchased at the Scout Shop (see Appendix 3). A Scout is expected to have a neat and orderly appearance with her shirt buttoned and tucked in for more formal occasions such as Courts of Honor, Boards of Review, and other events where the Scout represents the troop to the community.

Troop 402 also has an official troop T-shirt that is considered a Class B uniform. Class B is to be worn on troop outings outside of the troop meetings. Troop 402 Class B T-shirts will be offered for sale periodically during the year.

Troop Equipment

The troop owns many types of camping equipment for its patrols, including tents, dining flies, propane stoves, cooking equipment including Dutch ovens, pie irons, and tools. We have a fully equipped first-aid kit. Combined, these items represent a significant investment, and are funded by

the troop. Troop equipment is stored at the cabin. Troup inventory is typically managed by the Quartermaster, with the help of an adult leader (Adult Quartermaster).

Personal Outdoor Equipment

The Scout Handbook has detailed information about camping equipment, and of course there are many outside sources, but following is a handy reference.

The girls will need to have a variety of equipment for our troop outings, depending on the location, weather, and planned activity. For a weekend outing, they typically include a sleeping bag, a sleeping pad, a ground cloth/emergency blanket, a flashlight, a water bottle, a mess kit (cook set or plate and bowl, eating utensils), appropriate clothing, and a bag to carry it all in. Expensive outdoor gear is not always needed or appropriate, and is often unnecessary for a Scout's first year until he learns about what works best.

Scout Campout Checklist

You are responsible for packing yourself!

Make sure you are in a patrol for the trip

Permission slip

Boy Scout Handbook

Sleeping bag

Sleeping pad (optional)

Ground cloth

Pillow (optional)

Tent and groundcover (request from quartermaster)

Mess kit: cup/plate/bowl/silverware

Water bottles (2), filled

Flashlight

Bug spray (in plastic bag)

Sunscreen

Daypack backpack
Long sleeve shirt/thermal
Shorts
Short sleeve shirt
Socks
Under garmets
Shoes/extra pair (hiking boots)
Sweatshirt with hood
Jacket
Hat/gloves
Toothpaste/toothbrush/hairbrush
Period Kit
Towel/soap
First aid kit
Compass
Whistle

What can be left behind:

Personal food and drinks. To avoid problems with animals, no personal snacks, drinks (other than water) or food should be in backpacks or tents.

Personal electronics. Use of cell phones and i-Pods, etc. is limited to rides to and from camp. Electronic use is not permitted in scouting events except to take pictures.

Personal Outdoor Equipment, cont.

The most important piece of personal camping equipment is the sleeping bag. Your comfort in the outdoors is largely determined by the quality of your sleeping bag. Choice of bag is most crucial in the cold months but a bag that is too heavily insulated is quite uncomfortable when the weather is hot. Sleeping bags come in all shapes and sizes and costs. A bag with a temperature rating of 30 degrees insulated with a non-water-absorbing synthetic material can be used year round if it's supplemented with a blanket or second sleeping bag in extreme cold. The lightest and warmest bags are insulated with goose down, but these are also the most expensive and poor insulators not allowed for the scouts because if they get wet will not dry and be inefficient. A good quality sleeping bag can easily run \$100-\$200. Low cost sleeping bags work well for indoor sleepovers and summer camping but are insufficient in wet or cold weather, and generally bulkier and harder to pack to the campsite. It's important that some sort of foam pad supplement the sleeping bag. This brings the body off the ground and insulates underneath when you are sleeping. When crushed by your body weight, the bottom of your sleeping bag loses much of its insulating power, and without a pad you will be cold even in a good sleeping bag. A foam pad is sufficient and inexpensive (closed foam is best).

Personal gear may include a pocket knife, if you have your Totin' Chip. Any pocket knife with a blade less than four inches will do. More expensive multi-purpose tools are handy but should be saved until a Scout is old enough not to lose them. Other gear includes matches or some sort of tinderbox.

Clothing choice is important especially in cold weather. The key is to keep water out and heat in. Clothing made from water resistant fibers such as polyolefin or polyester work best in the outdoors. Wool is also excellent. Cotton is not recommended because it holds moisture and loses its insulating power when wet. This is particularly crucial when camping in cold, wet conditions such as are encountered in the early spring. Layering clothing traps heat between the layers and allows a great deal of flexibility by adding or removing layers as the activity and temperature changes. The inner layer should be your basic underwear in hot weather or long underwear if it's cold. The middle layers should be insulating and absorbent. Several may be needed if it is extremely cold. The outer layer should be water repellent. This can range from an expensive Gore-Tex rain suit to a Scout poncho or rain suit. In the winter, the outer layer is typically a winter coat. Be careful in selecting pants: blue jeans can make terrible camping clothes. When they get wet, the cotton becomes heavy and cold and takes an extremely long time to dry. Pants made of quick-drying synthetic fibers are a better choice. Socks are very important, with two pairs working best with the inner being a polypropylene liner and the outer being a padded wool hiking sock. Sweat from your foot passes through the inner and is absorbed in the outer. This virtually eliminates blisters. Shoes should also be water resistant. Tennis shoes work well in warm, dry weather but are not suited to cold or wet weather. Headgear is also important. Wearing a warm hat when camping in cold weather significantly improves retention of body heat; wearing a hat with a brim in better weather helps prevent sunburn.

Quality outdoor equipment is available from a number of different sources. See Appendix 3 for a list of retailers who carry good camping equipment.

Merit Badges and Rank Advancement

Merit Badges and Blue Cards

Summarized below are the troop's procedures for merit badges. Many valuable aids are available on the troop's web site (<https://lafayette402.mytroop.us/>) under Advancement.

For the new Scouts (and as a reminder to the older Scouts), please note that the following are the proper procedures when you're working on a Merit Badge:

1. The Scout starts the process by selecting a Merit Badge she wants to work on and meets with the Scoutmaster.
2. The Scoutmaster will provide a Blue Card and the name of an approved Merit Badge counselor for that subject.
3. The Scout then contacts a Merit Badge Counselor and asks the Counselor to assist her with the Badge requirements.
4. The Merit Badge counselor will arrange a meeting with the Scout either in person or over the phone and discuss with the Scout the procedures and requirements for completing the Badge.
5. The Scout completes the requirements for the Badge.
6. Upon completion of the Badge requirements, the Scout meets with the Counselor and demonstrates to the Counselor that all requirements have been completed. The Counselor then completes and signs the Blue Card.
7. The Scout meets with the Scoutmaster to discuss and obtain her final signature on the Blue Card.
8. The Scout then gives the fully signed and completed Blue Card to the Troop Advancement Chair. The Troop Advancement Chair submits the Blue Card to the Scout Shop and the badge is awarded to the Scout at the next scheduled Court of Honor.

(Scouts must attend all signoff meetings in Class A uniform.)

If you have questions regarding this process, please contact the Troop Advancement Chair.

Rank Advancement

The specific requirements for each rank in Scouting are shown in the Scout Handbook and will not be repeated here. Below is a brief statement of the objectives of each rank.

Scout, Tenderfoot, Second Class, and First Class

The first four ranks are typically completed within the first year to 18 months, if a Scout is active. The skills reflect an initial demonstration of competence in a wide range of areas from outdoor skills to citizenship. When a skill is mastered and demonstrated, the box in the Scout's Handbook next to the skill is initialed and dated. Only the Scoutmaster, Assistant Scoutmasters, or Patrol Leaders with the rank of first class and above can sign off on requirements. In BSA Scouts, parents cannot sign their son's Handbook.

Star and Life—the Middle Ranks

The next two ranks are significantly more challenging. Instead of general skills, the girls must demonstrate more in-depth knowledge in specific areas by completing merit badges. The merit badges fall into two groups – Eagle-required & non Eagle-required. The core skills for Scouting are found in the Eagle-required merit badges. For Star and Life, the Scout must also complete a fixed amount of community service. Service outside of Scouting counts too. In this case, a note from the Scout's parents is required.

Eagle—the Ultimate Scouting Achievement

The last rank, Eagle, is in a class of its own. Eagle Rank advancement requirements can be found in your BSA Scout Handbook. Resources found on the troop website <https://lafayette402.mytroop.us/> or reach out to our Eagle Assistant Scoutmaster: Marie Mlynek mariemlynek@yahoo.com.

The site includes the Eagle Scout Service Project Workbook, Eagle Scout Application, Eagle Scout Character Reference Forms. Be sure to contact the Troop Eagle Coordinator Marie Mlynek, when you have earned the rank of Life Scout (see Appendix 7 for more information).

Scoutmaster Conference and Board of Review

After a girl has demonstrated all of the skills for a rank, she must present herself to the Scoutmaster for a conference. At this time, the Scoutmaster reviews with the girl what she has learned, discusses the Scout's goals and plans, and gives her a status report on how she is doing. These are one-on-one discussions between the Scoutmaster and the Scout. After the Scoutmaster is satisfied that the Scout has completed the requirements of the rank, she signs the Scout's Handbook. Next, the Scout requests a Board of Review with the Advancement Chair. The Board of Review is a panel of adults associated with the Troop Committee who talk to the girl about her achievements in Scouting. The meeting is formal and the scout must come in Class A shirt & scarf and take the meeting seriously. The meeting is not a test and girls are not asked any difficult questions about Scout skills. The board reviews the Scout's progress, checks that she has indeed met requirements, and finds out if she is having fun. This allows the committee to keep track of how the program is going. If a problem is detected, it will be brought to the Scoutmaster's attention.

Staying Active

All rank advancement requires a Scout to be active. This means that she comes to meetings and outings and is generally active in the troop program. Many Scouts, especially when they enter high school, find it more difficult to attend meetings and outings. Sports, religious education, and music all create conflicts. We do not expect a Scout to make every outing or meeting. We do expect Scouts to explain these conflicts to us if they wish to remain active. There are ways for Scouts who have conflicts with meeting nights to remain active and fit Scouting into their schedule. This must be discussed with the Scoutmaster on an individual basis. The net result of becoming inactive is to reduce the pace of rank advancement. This is an individual choice.

A Last Word on Advancement

The last word about advancement must be that it is not the objective of our program to produce Eagle Scouts. We try very hard to help girls develop the skills and abilities to reach this goal and give strong support in achieving this. Our true objectives are the three goals listed under the Key Objectives of Scouting. Obtaining Eagle rank should come naturally as the scout matures in the program. A Scout whose sole goal is rank advancement is missing the point of Scouting and ultimately cheating herself.

Medical and Safety Information

Scouting is not dangerous but there frequently are hazards. We do everything within our power to identify and eliminate hazards. Safety is never compromised for any reason. There are a number of things we do to ensure a safe environment and keep parents informed of the hazards in a given activity.

Medical Information

Troop 402 requires all Scouts and Scouters to annually update BSA Medical Part A & B, and complete Medical Part C (this requires a physical exam) for summer camp. In addition, Part D must be reviewed before participants can attend a High Adventure outing. These forms are turned in to the Medical Forms Coordinator. Scouters over 40 years old are required to have a medical examination every 12 months. For safety reasons, the troop needs to know about any special medical problem a Scout may have. Important problems include dietary problems, allergies (especially to insect bites), asthma, sleepwalking, behavior disorders, or learning disabilities. The Scoutmaster needs to be informed if your daughter is currently on medication. All medical information is held in confidence. If your daughter needs medication with her on outings, it should be turned in to the Scoutmaster or other Scouter with information on the correct dosage and frequency. We will be sure to keep it in a safe place and make sure your daughter takes her medicine. Scouts

are not allowed to carry their own medication, with the exception of Scouts with allergies to insect bites who may carry EpiPens and Scouts with asthma who may carry inhalers. In the event of a medical emergency, the Scouters are authorized by our permission slips to take whatever action is necessary to assist your daughter. You will be notified immediately if that is possible. In some wilderness situations it may be difficult to contact you immediately but this will be done as soon possible. We are always trying to increase our preparedness in this area. The troop carries at least one fully equipped first aid kit on all outings and supplements this kit with additional materials and a good first aid book when traveling in wilderness settings.

Hazard Identification and Risk Assessment

Prior to an outing, the Scoutmaster performs a risk assessment. She will discuss the outing with knowledgeable people, especially those with past experience of the specific area or the type of skills being used. For outings involving special knowledge or training, the troop works with a qualified expert prior to the experience. The Scoutmaster develops a plan to deal with the hazards inherent in the outing and discusses these with the Troop Committee or the Committee Chair. She must obtain Committee approval for any outing with unique hazards. Examples would include rock climbing, canoeing, caving, or backpacking in difficult terrain. Scout rules for Safety Afloat and Safe Swim Defense are always strictly followed. A tour plan is filed with the Scout Council prior to any outing.

Outings may require training prior to the experience. The Scoutmaster is responsible for this training and will ensure that it is adequate. The Scoutmaster is responsible for obtaining a qualified instructor. Scouts participating in the experience will be required to complete the training or will not be allowed to attend. The Scoutmaster has the final say on a Scout's fitness and can refuse to take a Scout who she feels is not properly prepared. This decision is final. The Scoutmaster must also explain any hazards to the parents and how they are being eliminated. This is typically done in the permission slip but more thorough explanations may occur in the weekly e-mail newsletter. If you have any concerns please bring them to the Scoutmaster's attention.

Permission Slips

A signed permission slip must be obtained from every Scout prior to his participation in an outing. The parents will be asked to read and sign the slip. They will be asked to supply any unique information about their son's current condition that the Scouters should be aware of. The parent's signature is an acknowledgment that they are aware of the hazards of the trip

and the precautions being taken. It gives the Scouters authority to obtain appropriate medical assistance in the event of an emergency. This information will be treated with sensitivity and confidentiality.

Meetings, Outings, Service, and the Calendar

Troop Meetings

The troop meets weekly on Thursday evenings during the school year at The Historice Cabin at 3502 School Street, Lafayette, CA 94549. Meetings begin at 7:30 PM and end at 8:30 PM. The meetings typically include some type of pre-meeting activity, an opening, announcements, training, patrol meetings, and a game. Check the calendar and newsletter for specifics. Attendance at troop meetings is critical, especially for new Scouts, and lack of attendance will slow advancement in rank. Parents are welcome and encouraged to attend as well as long as all forms and YPT has been completed and submitted. Critical information regarding troop activities is given out at meetings. If a Scout knows she will be unable to attend a meeting, it is her responsibility to contact her patrol leader or the senior patrol leader in advance.

Troop Outings

The troop has an outing most months. The Patrol Leaders Council selects these outings with the assistance of the Scoutmaster. Outings include a full range of outdoor activities, including camping, canoeing, hiking, climbing, and caving. The troop calendar for the following year is planned in the spring by the PLC and Troop Committee, and posted on the troop web site so everyone will know when an outing will occur. Read the weekly e-mail newsletter to keep abreast of scheduled events and any changes/additions which can occur for a variety of reasons including weather conditions, lack of interest, or lack of available drivers. Permission slips are linked to the calendar event and can be turned in by the scout prior to the event. It is the Scout's responsibility to secure the permission slip and have it signed by a parent or guardian. Scouts who do not have signed permission slips will not be allowed on outings.

In order to ensure more efficient and fun outings, each outing will have an adult organizer. See Appendix 5 for campout planning information. This information can also be found on the troop web site.

Troop Service

The troop conducts regular service projects. These are sometimes combined with troop outings. Most Scouting ranks require participation in service projects. Work on service projects not associated with the troop is fine. For instance, schools and churches often have need of help. However, in these cases, a signed note from that organization is required and prior approval from the community service chairs or uniformed leader is necessary.

Summer Camp

Summer Camp is perhaps the most memorable activity for a Scout, and marks an important moment of independence for new Scouts. Troop 402 summer camp location may change from year to year and will be decided by the PLC as to their choice of camp location. Each of the summer camps have different fees, but well worth the cost of the event from the life time memories the scouts come home with. Summer camp offers a troop bonding, independence and a multitude of merit badge opportunities, and advancement.

Patrol Leaders' Council (PLC)

Once a month, the Scout leadership meets to plan programs and activities. This is the Patrol Leaders' Council, or PLC. Scout leaders are expected to attend all PLC meetings, or to inform the Senior Patrol Leader if they are unable to attend.

Courts of Honor and Eagle Courts of Honor

At Courts of Honor the girls are recognized for their individual accomplishments. The troop holds two to three Courts of Honor every year, typically in September, February and May (at the family picnic). The event is conducted by Scouts. Eagle Courts of Honor are held when a girl earns the rank of Eagle Scout. These focus on the accomplishments of the individual and are led and organized by the Scouts. All courts of honor are mandatory events for the Scouts, and they should attend Courts of Honor in their best Class A uniform. All parents and family members should attend to celebrate your scouts achievements and successes.

Parent Meetings, Family Picnic and Parent Social

Troop 402 holds parent meetings every other month. We use these opportunities to answer questions and give out information. Attendance is highly encouraged and one meeting is mandatory for new parents. A Family Picnic is held at the end of the Scouting year and includes a Court of Honor. Parents and siblings join Scouts and adult troop leadership for a fun afternoon at a local park or forest preserve or home of a parent in the troop.

Finances

General Policies

The troop has several general policies with regard to finances. We believe that the Scouts should be able to earn their Scouting costs through their own fundraising efforts. It is important to understand that ALL SCOUTS AND FAMILIES WILL PARTICIPATE IN THIS MANDATORY FUNDRAISER. Troop 402 sells wreaths for our sole fundraising opportunities. We do not believe in a buyout option for our scouts. It is important for our troop to have all the scouts participate and take ownership of their portion of responsibility to raise funds for the activities and funds that allows them the experiences they enjoy throughout the year. The scouts will be responsible for selling their portion of wreaths determined by the troop committee (for 2019 it was 40 wreaths) and for the wreaths that were not sold the families will be responsible for purchasing the remaining balance at \$25 a wreath.

Annual Dues and Fees

The troop does not charge annual dues as of right now. The individual member is responsible for paying the BSA Membership Application fees for youth and adults. If the scout has not participated in the prior wreath sales fundraiser then the family will be responsible for paying as you go for events that require funds.

We also encourage the Scouts to participate in troop fundraising activities. There are specific guidelines for fundraising expectations below.

“Friends of Scouting” funds go directly to Mt. Diablo Silverado Council, to support the development of Scouting programs, training, and camps. Contributions are optional, but we hope you will choose to support Scouting in this way if you are able. We ask that you sign and return FOS cards promptly, whether you choose to give or not, as the Council grades every unit on participation.

Fundraising

A typical year of Scouting for an active Scout costs approximately \$400-600. To help Scouts cover these costs, Troop 402 participates in a fall wreath sale. Troop 402 sells wreaths for our sole fundraising opportunities. We do not believe in a buyout option for our scouts.

It is important for our troop to have all the scouts participate and take ownership of their portion of responsibility to raise funds for the activities and funds that allows them the experiences they enjoy throughout the year. If you are unable to sell the allotted wreaths you will be billed for the remaining unsold balance. The cost is \$25 a wreath x 40 wreaths = \$1000

The quantity of wreaths sold may vary from year to year pending our expenses with a growing troop.

We are in a growing stage and are always open to additional fundraising ideas.

Adult Roles and Responsibilities

General Information

There are many ways for you to assist your daughter in Scouting. There are a variety of roles for adults within the troop. (In this booklet, “parent” signifies both parents and legal guardians.) Parents may wish to become trained Scouting volunteers, or Scouters, who work directly with the girls, especially on their advancement activities. Scouters assist in training and accompany the Scouts on their outings. Other parents who are interested in the outdoors and camping may wish to become involved in driving or participating in outings.

Troop 402 needs merit badge counselors. It is our Policy that one parent in each family will become a Merit Badge Counselor for 1 eagle merit badge and for 1 additional Merit Badge of your choice, minimum. Merit badge counselors specialize in teaching the specific skills of a merit badge. Parents can also serve on the Troop Committee as a member. Troop Committee Members provide support necessary for the smooth operation of the troop program. Of course, the most important way to help your daughter is to foster her interest and participation in Scouting and encourage her rank advancement.

To a great extent, the quality of our program, and your daughters’ Scouting experience, is dependent on the active participation of a significant number of our parents. All of our adult volunteers have other career and family responsibilities in addition to their Scouting roles, and relying on only a few to maintain our program is unrealistic. Besides, being directly involved in the troop gives every parent a great opportunity to spend time with their daughter, who may start the program as an eleven-year-old girl but finish it as an eighteen-year-old young man.

Scouter (Uniformed Leader) Opportunities

A Scouter is any adult who is registered with BSA, dons the khaki BSA shirt, gets fully trained and becomes directly involved with helping the girls run their program. Adults are responsible for making sure a safe and constructive environment is maintained. The best Scouters interfere the least with the girls and, within the limits of safety, let them deal with their own problems. If you are interested in becoming more involved with our troop as a uniformed leader New Scouters (Assistant Scoutmasters) are always welcome after participating in the our troop program and volunteering as a merit badge counselor and parent volunteer. Scouters are not just men—women are encouraged to become involved in the troop program. In addition to Youth Protection Training, all Scouters must complete required Fast Start Orientation, This is Scouting, ASM Leader Specific Training and Outdoor Leader Skills Training, and are encouraged to complete further Scouting training through council offered advanced training, Wood Badge, and other classes. The required training must be completed within a year of joining as a Scouter. See Appendix 6 for more information on obtaining

required training. This information may also be found at the Troop 402 website:
<https://lafayette402.mytroop.us/home> .

Here are brief role descriptions:

Scoutmaster

The Scoutmaster is responsible for training the girls so they can run the troop. She helps them develop the troop program. She coordinates the activities of the adult Scouters and conducts Scoutmaster conferences.

Assistant Scoutmasters

These assistants work to help older Scouts such as Patrol Leaders teach Scout Skills to younger Scouts, or teach Scout Skills themselves if needed. They also are available before meetings and on campouts to help Scouts review Scout skills and are available as a resource for Patrol Leaders to help with Patrol Meetings.

Merit Badge Counselors

Merit badge counselors are experts who work with a Scout to complete the requirements of the badge. This is a good activity for a parent who is too busy to become involved in general program activities. The Advancement Chair (Jason Tsai) maintains a list of merit badge counselors to assign girls when they begin their project work. If you need the forms to become a counselor contact the Advancement Chair or the Scoutmaster.

Troop Committee

The Troop Committee supports the operation of the troop and supports the Scoutmaster. They make important troop policy decisions and provide necessary resources to the troop. Scouters perform some of these roles, but most are filled by other adults. Here are some brief descriptions:

Troop Committee Chair

The Troop Committee Chair leads the Troop Committee, coordinates their activities, and recruits new adult volunteers. The Chair is the primary liaison between the Briones District, Mt. Diablo Silverado Council, and Troop 402. He ensures troop representation at monthly roundtables, arranges for charter review and recharter annually.

Treasurer

Handles troop finances and keeps the books. Issues regular reports on troop finances. Issues reimbursement checks for troop expenses.

Secretary

Takes notes at the committee meeting and issues minutes to committee members. Conducts the troop resource survey, handles troop publicity, maintains and manages updates of the Troop 402 handbook.

Outdoor/Activities Coordinator

Obtains reservations for troop campouts and other events as requested by the Scoutmaster and PLC. Files tour plan to BSA Scout Council for all troop sponsored campouts/events. Maintains communicates pertinent information from the site of each campout/event for use by troop and individual campout/event coordinator. Maintains updated file of Vehicle Information from each family.

Training Coordinator -

Maintains troop training records follows up with adults who need to update/renew their training. Works to ensure that all troop training needs are met and logged accurately to facilitate safe outings and timely tour plan filing. Presents qualified candidates to district/council for recognition.

Advancement Coordinator

Maintains the troop's advancement records. Arranges for Boards of Review and Courts of Honor. Secures needed rank insignia and merit badges. Works with Troop Librarian to build and maintain merit badge booklets and other advancement literature.

Eagle Scout Coordinator

Works with the Eagle candidates on selection of their projects and on their Eagle paperwork.

Medical Forms Coordinator

Maintains the troop's file of medical forms and makes sure all Scouts and Scouters have current forms on file. Assembles a binder for each campout or outing that includes forms for Scouts and Scouters attending that event.

Recruitment Coordinator

Maintains communication between the troop and local Cub Packs to insure smooth transition from pack to troop and stimulate year-round membership flow into the troop. Plans troop open houses in the fall. Provides new families with a copy of the troop handbook as well as contact information for troop leadership.

Chartered Organization Representative

Maintains the relationship with the chartering organization to ensure needs of chartering organization are understood and met by the troop.

Quartermaster

Works with the Scout quartermaster to maintain inventory and take care of troop equipment and gear. Makes periodic safety checks and instructs troop on proper gear use. Supervises and helps the troop procure camping equipment. Maintains and updates troop First Aid kits.

Webmaster

Maintains and updates the troop web site, ensuring that information is complete and up to date. Works with Historian to obtain and post photos of troop outings.

Committee Member at Large

Performs specific tasks for the committee and is generally helpful.

Non-Committee Positions

There are a variety of other positions within the troop that Scout parents can fill. Others arise during the year.

Hospitality Coordinator—Courts of Honor

Coordinates refreshments for Courts of Honor.

Fundraiser Coordinators—Wreath Sales

Coordinate the fall wreath sales

Parent Participation In Troop 402 Outings

For outings where the Scout must pay a participation fee, attending parents/Scouters must also pay that same amount (or an adult fee) for participation. Also, adults pay an “adult patrol” amount for meals. Adults attending summer camp as troop chaperones will have to pay for their summer camp registration fees or split them with another adult if you split the week.

Adult Training Requirements

All adults attending an outing or driving Scouts to or from an outing must have Youth Protection Training (YPT). See Appendix 6 for more specific leader training requirements. We recommend that you have as much as you can from the online trainings as possible for the Adult BSA Program so you understand how the program functions and can support the leaders and patrol leaders in their efforts.

How to Help Your Daughter

There are a variety of ways in which you can help your daughter in her Scouting and several things you should try not to do. The best way to help is to maintain an active interest in her growth and development and to keep in touch with what is going on with the troop. We hope the e-mail newsletter and website help, and you should always feel free to contact any of the uniformed leaders or committee members if you have a question or just want to talk. Don't be shy—we want to hear from you.

You should keep tabs on your daughter's advancement progress—she is given a card for every merit badge and rank she completes. Encourage her to secure them away, as they are proof of her progress and are needed when advancing to the next rank (baseball trading card pages are handy for this). Steady advancement is a key to success in Scouting. For a new Scout this is completion of the fifty skills necessary for First Class during her first year or two. We work on these at meetings and on campouts but Scouts should definitely work on them at home, especially if they can't make all the meetings. The specific requirements are listed in the Scout Handbook. Even if you don't know anything about Scouting, the skills are all explained in the handbook. Take some time to go over these with your Daughter and have her teach them to you as she learns. If he learns a skill at home, all he will need to do is demonstrate it to a Scouter at a meeting or outing to be signed off. After First Class is reached, advancement depends on merit badges, leadership, service, and remaining active. Most girls have little difficulty achieving their merit badge requirements if they attend summer camp. Those who can't may need some reminding to keep active on their badges. Completion of leadership duties is also important. We expect the Scout to complete the requirements, not just hold the position. Service is not normally a problem for advancement. We perform service projects and many of the girls are involved in others due to school and church commitments.

Help your daughter remain active in the troop. If you have a conflict with our meeting time, let the Scoutmaster know. The troop has enough activities going on that most girls can work around their conflicts and remain involved.

Life Scouts working toward the rank of Eagle Scout face special problems. The Eagle project is a major undertaking. Some girls will have a few false starts before they find something they can complete. Though this is not a hard and fast rule, most Scouts need to reach the rank of Life by the age of fifteen or Sophomore year, to have enough time to complete all the requirements for Eagle. Many girls procrastinate on their project and merit badges and face a mad scramble to complete everything before their eighteenth birthday. Keep track of how your daughter is doing and gently remind her to budget some time for her Scout work. Lastly, help your daughter participate in fundraising. This allows her to earn her way in Scouting, and makes it that much more her achievement.

There are also some things you should not do. Don't take on responsibilities that should be your daughter's. Any Scout over First Class does not need her parents to pack for her for an outing unless there are special circumstances. You should check what she is bringing only if the weather will be extreme. Expect her to be competent—we do. Don't do her leadership work for her. Please help her but expect her to do the work. Don't push her to advance because of your aspirations for her or achievements of her older brothers/sisters. Achieving a goal is not important to a person unless it is their goal. Most teenage girls resent parental pressure and will resist to a point well beyond reason. Younger girls hate being compared to their older sisters. Seeing friends in the troop reach higher ranks creates a more positive pressure. Please make sure they are able to attend the Courts of Honor and support their fellow troop members in their advancing. This often leads to the scout wanting to do the same.

Behavior and Conduct

Scout Law and Oath

The general statement about Scout behavior and conduct is found in the Scout Law and Scout Oath. These are the first things we teach a new Scout and are repeated at many of our meetings and outings. Scouting is one of the few organizations that require its members to take an Oath. As a BSA Scout, your daughter is taking on a code of Ethics. It should be taken seriously.

General Behavior

At meetings, we expect our Scouts to act in a courteous manner in keeping with the activity we are involved in. During games and other physical activity, the noise level goes up. During instruction or announcements, the girls should pay attention and not distract the group. The raised Scout sign is our signal that it's time to be quiet and pay attention. "When the sign goes up, the mouth goes shut."

We occasionally need to ask a Scout to be quiet and settle down but this is typically not necessary. A Scout who disregards this will be given a verbal warning. This will be followed either by some type of "time-out," or at a troop meeting, the Scout may be asked to leave the meeting. Disregarding a verbal warning is serious and violates the Oath and the Law.

At outings, we expect similar behavior. The Scouts are expected to be courteous and respect each other. We use the buddy system to ensure no one gets lost—Scouts should never leave camp alone. When Scouts leave camp, they are expected to let adults or senior Scouts know where they are headed and when they will be back. This is a simple matter of safety and courtesy. Occasionally, specific things will be placed off limits due to safety reasons or to respect private property. These will be explained and we expect these rules to be strictly obeyed. Scouts who don't respect this will either not be allowed on outings or will need to be accompanied by their parent or guardian. Adults in the troop cannot be responsible for girls who do not follow directions and cannot be expected to spend an extraordinary amount of their time with a girl who has a behavior problem.

BSA maintains specific rules about adult participation in outings (details in the online Youth Protection Training course required for all adult volunteers). There must always be two- deep leadership in every situation. This means two adults must accompany the Scouts on outings and activities. This will allow one adult to go for help and one to stay with the girls in case of an emergency. Girls should never be alone with a single adult on any Scout outing. This is to protect the girls from child abuse and to protect adult leaders from being falsely accused. Several girls can accompany one adult and one-on-one discussions are allowed as long as other people are in sight. Drivers must be sure all Scouts riding with them are wearing a seat belt. Adult Scouters are also expected to abide by the Scout Oath and Law and serve as strong positive role models. All adult drivers and campers must have current Youth Protection Training.

Hazing/Harassment

Hazing, harassment, and fighting by any Scout will not be tolerated! Any willful attempt by one Scout to hurt or embarrass another Scout is not permitted and will lead to disciplinary action. On a campout or other outing, a Scout who persists in these behaviors after verbal warnings will be asked to call her parents to come get her and take her home. If after a Scoutmaster conference involving the Scout, the Scoutmaster and the Scout's parents, the behavior continues, the Scout will be asked to leave the troop, subject to approval by the troop committee.

In any sizable group of people, it's inevitable that some people will not get along. Scouts are not required to like everyone in the troop but they are required to be Helpful to other people, and to be Friendly, Courteous, and Kind. We try whenever possible to place Scouts who have an aversion to

each other in separate groups or teams. Parents who hear of such issues or have concerns should inform one of the Scouters immediately.

A Scout Is Clean

We expect our Scouts to abide by this part of the law. Swearing is not part of Scouting. Explicit, raunchy jokes, and frank sexual discussions are not allowed. Scouters will correct this if they hear it and confiscate any materials that are found. These will be returned to the parents, not the Scouts. Repeated problems will be brought to the parents' attention. Scouters do not impose themselves on the Scout's private discussions unless there is a significant problem.

Scouts are expected to use proper sanitary procedures on outings. Human waste in the outdoors is a growing problem and leading to the contamination of many wilderness water sources. If bathrooms or outhouses are available, they are to be used. If they are not, proper wilderness sanitary procedures must be used. Proper disposal of sanitary products will be discussed if disposal is not done properly. We will have a group discussion of proper procedures if necessary. In general, we do not monitor the girls' personal hygiene practices. This is their responsibility. We try to set a good example. At summer camp, we may ask a Scout to take a shower in the middle of the week. If there is a problem, normally the other Scouts get on the offender's case until she cleans up her act.

Knives and Other Sharp Tools

Carrying a pocket knife is one of the things that new Scouts most eagerly anticipate. There are certain rules associated with knife use. Sheath knives and pocket knives with blades over four inches are not permitted. Knives are never thrown, either open or closed. Knives are not passed between people with the blade open. No one is permitted to use a knife if someone is close enough to touch. You must never cut toward yourself. The scout must know these rules, the proper way to use, clean, and sharpen her knife, and pass a test on this administered by one of the adult leaders. When she does this she will be given a card, her Totin' Chip. She must carry this at all times she is carrying her knife. Breaking the knife rules or careless behavior with the knife will result in disciplinary action. A corner is cut off the Totin' Chip for every offense, two corners for a particularly bad offense, or the card may be confiscated. When the corners are gone, the Scout cannot carry her knife again until she passes the test again at a later date. If a Scout breaks the knife rules and is asked for her Totin' Chip but she does not have it, the knife will be confiscated by the Scoutmaster or other Uniformed Leader. It will be given to the Scout's parents upon return to the Cabin.

The girls learn to use a saw and an ax to prepare firewood. These are serious, potentially dangerous tools and must be treated this way. In camp, they must be used only in an ax yard. This is a 10 feet by 10 feet roped-off enclosure. Only one person is allowed in the ax yard at a time. Someone must be observing while a Scout is using either a saw or an ax. Girls should not bring personal saws or hatchets on outings unless they are asked to for a unique situation. Improper use of saw, hatchet, or

ax will result in a corner being removed from your Totin' Chip card or the card may be torn in half depending on the infraction. If this happens, the Scout will have to re-earn her Totin' Chip card.

Fires

The girls are instructed on campfire preparation and safety. The Fireman's Chit, like the Totin' Chip, is the card carried by the Scout to signify that she has been taught the rules and skills of proper/safe fire-building and tending. The troop never leaves a burning fire unattended. One Scout is always placed in charge of the fire. She is responsible to ensure that proper safety precautions are in place. All fires must have a five-gallon bucket of water nearby, or more if the

fire is large. Ready access to fireproof gloves and a shovel is recommended. New Scouts are taught that sticks stay in the fire, leaves just make smoke, and Scouts don't play with fire. There are never flames in tents or under flies. This includes candle lanterns and lighting of matches or lighters. Any girl who violates this policy will be asked to call her parents and will be removed from our outing. Repeat violations will not be tolerated.

Illegal and Restricted Equipment

Some things cannot be taken on Scout outings or must be registered with the Scoutmaster. There is no alcohol on Scout outings. Fireworks are not allowed. They will be confiscated and not returned. Electronic devices are not allowed on campouts. This includes cell phones (exception, approval from uniformed leader for pictures), CD players, radios, video games, televisions, etc. They can be taken on the ride to the outing site but must be left in the car or with a Scouter. Weapons, such as guns or bow and arrow, are not allowed. Girls are not allowed to bring tobacco products on outings.

Uniforms

The troop maintains a uniform policy and Scouts are expected to dress appropriately for the given occasion. Details on the uniform are given in the Scouting and Camping Equipment section. Failure to wear proper uniform may result in a Scout being excluded from an activity.

Wilderness Code

A Scout respects all living things and the natural environment. We practice low-impact camping. This means we camp and leave no trace that we have been in the area. On normal campouts, we police the camping area thoroughly and leave it better than we found it. On wilderness trips, this would include naturalizing the site by scattering leaves and sticks to return the site to a natural state.

Scouts do not harm any living thing, be it animal or vegetable. The only exception is food gathering, such as fishing or gathering of edible plants. A qualified adult must supervise collection of edible

plants. We do not cut or carve living trees and do not bother or torment any animals. We only gather firewood in keeping with the guidelines of the area in which we are camping. Failure to honor the natural environment could lead to disciplinary action, especially in cases of harming living plants and animals.

Equipment

Scouts will be held accountable for damage to equipment due to improper use or horseplay. This includes troop and personal Scout equipment. Improper use is anything except the function for which the equipment was designed. Tents are designed as sleeping shelters. There is to be no wrestling, horseplay, or eating food in the tents. Quiet activities such as playing cards and talking are fine. Replacement cost for one of our tents is about \$150. Tent poles and stakes are not to be treated as weapons. A tent pole can be difficult to replace and so may cost up to \$75. Scouts are not liable for normal wear and tear to equipment. Scouts will be trained in the proper use and maintenance of our gear. Scouts should never borrow others' personal gear. Scouts are expected to be self-reliant and should bring what they need to an outing. If it becomes necessary, permission must be asked first. Not asking permission will be treated as stealing. If someone's personal gear is damaged while another Scout is using it, she must either repair or replace the item. A Scout is Trustworthy.

The cost of this equipment is covered by the scouts fundraising. Regardless, all equipment should be maintained as if (or better) than if it is your own.

Disciplinary Procedures

Troop 402 follows a progressive discipline approach. The first phase is a verbal warning either from the Scoutmaster or one of the patrol leaders. In general at this level, we do not bring matters to the parents' attention. It is important that the girls realize that they, rather than their parents, are accountable for their actions. If verbal warning and discussion are not effective, the Scout will either be asked to leave the outing or given an option of correction by helping in some other fashion. This will be followed with a Scoutmaster conference involving the Scoutmaster, the Scout and her parents. At this point, the problem is a concern but not serious. If the problem continues, it is considered serious. The matter will be discussed at a Troop Committee meeting with the involvement of the Scout and his parents. The Troop Committee will decide on what steps need to be taken. This may include a restriction on the Scout's involvement for a specified period of time, a written apology from the Scout, a probationary period, or as a last resort, the Scout may be asked to leave the troop. The committee decisions on these matters are not negotiable. The Scoutmaster will maintain a dialogue with the girl and her parents on her progress.